

# **Instruction for completion of “Annual Deviation Report” Form**

## **General**

This form may be used to comply with the annual reporting requirement in 10.9.2 of Regulation 1138. The use of this form is optional. However, other means of reporting deviations must be prepared according to the applicable requirements under 10.9.2 of Regulation 1138.

The “Annual Deviation Report” is used to identify all deviations that occurred during the reporting period. If more than three (3) deviations occurred, the owner or operator should use and attach page 2 to the “Annual Deviation Report”.

## **Required Report Completion Date**

The owner or operator shall complete the “Annual Deviation Report” no later than January 31 of the year following the reporting period.

- If the affected sources are **new or reconstructed sources that had their initial startup before November 11, 2009**, the initial “Annual Deviation Report” must be completed no later than January 31, 2010 for the reporting period of October 11, 2009 to December 31, 2009.
- If the affected sources are **new or reconstructed sources that had their initial startup on or after November 11, 2009**, the initial “Annual Deviation Report” must be completed no later than January 31 of the year following their initial startup.
- If the affected sources are **existing sources**, the initial “Annual Deviation Report” must be completed no later than January 31, 2011 for the reporting period of July 1, 2010 to December 31, 2010.

## **Items 1 and 2**

Provide the name and physical location of the plating and polishing facility.

## **Items 3**

Identify the owner or operator of the plating and polishing facility, identified in Items 1 & 2.

## **Instruction for completion of “Annual Deviation Report” Form**

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### **Item 4**

The owner or operator of the plating and polishing facility shall list all deviations that occurred at the facility during the reporting period (up to 3 deviations can be identified on a single form). The owner or operator shall provide the following information for each deviation:

- The date the deviation occurred,
- The affected source in which the deviation occurred,
- A brief description of the deviation, and
- The corrective actions taken to bring the affected source back into compliance with Section 10 of Regulation 1138.

If more than the three (3) deviations (allowed for on this form) occur, the owner or operator should use multiple copies of page 2 and attach these additional pages to the “Annual Deviation Report”.

### **Item 5a**

The owner or operator of the plating and polishing facility certifies that the “Annual Deviation Report” is true and accurate, as demonstrated by the completion of Item 5b.

### **Item 5b**

The owner or operator of the plating and polishing facility signs the form to certify the truth and accuracy of the report.

### **Item 6**

If any deviation occurred during the reporting period, the owner or operator is required to complete an “Annual Deviation Report” and to submit both the “Annual Compliance Certification Report” and the “Annual Deviation Report” by January 31 of the year following the reporting period.

The owner or operator must submit these two reports to the Department of Natural Resource and Environmental Control with copies to the U.S. Environmental Protection Agency at the addresses provided below and in Item 6 of the form. The owner or operator should keep copies of the two completed reports in accordance with the recordkeeping requirements in 10.10.1.1 of Regulation 1138.

### **Submit the Annual Deviation Report to the following addresses**

Delaware Department of Natural Resources and  
Environmental Control  
Administrator, Air Quality Management  
156 S. State Street  
Dover, DE 19901

U. S. Environmental Protection Agency  
Director, Air Protection Division  
1650 Arch Street  
Philadelphia, PA 19103

# Annual Deviation Report

For the period ending December 31, \_\_\_\_\_

Regulation 1138 – Section 10  
Emission Standards for Area Source Plating and Polishing Operations

[1] **Name of the plating and polishing facility:**

[2] **Physical location:**  
Street Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_

[3] **Name of Owner or Operator:**

[4] **List all deviations that occurred during the reporting period. Provide the date of occurrence, the affected source, a brief description of the deviation and the corrective actions taken.**

**If additional entries are required, continue on page 2 and attach it to this report.**

<u>Date</u>	<u>Affected source</u>	Description of Deviation
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Corrective Actions Taken

<u>Date</u>	<u>Affected source</u>	Description of Deviation
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Corrective Actions Taken

<u>Date</u>	<u>Affected source</u>	Description of Deviation
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Corrective Actions Taken

[5] **Report Certification**

a **I certify that all the information contained in this report is true and accurate.**

b Signature: \_\_\_\_\_ Date : \_\_\_\_\_  
Title/Position: \_\_\_\_\_ Telephone No: \_\_\_\_\_  
Printed Name: \_\_\_\_\_

[6] **The owner or operator must submit this annual deviation report and the annual compliance certification report to the following agencies. Remember to keep a copy of both this annual deviation report and the annual compliance certification report.**

Delaware Department of Natural Resources  
and Environmental Control  
Administrator, Air Quality Management  
156 S. State Street  
Dover, DE 19901

U. S. Environmental Protection Agency  
Director, Air Protection Division  
1650 Arch Street  
Philadelphia, PA 19103

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